

# **CHARGING & REMISSIONS POLICY**



**The Whitchurch Church of England  
Federation**

**Implementation Date: October 2021  
Review Date: Annually**

## Charging and Remissions Policy

### **Objectives**

To make clear what will be provided without charge and what will be offered with a charge being made.

To clarify what is meant by any request for voluntary contributions.

*NB Reference to 'academy' includes both Whitchurch CE Infant & Nursery Academy and Whitchurch CE Junior Academy.*

### **Voluntary contributions**

When organising educational visits to enrich the curriculum and the educational experience of the children, the academy invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a visit. If a visit goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in an educational visit or event, but is unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the academy pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The academy provides this information on request.

The following is a list of additional activities, organised by the academies, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- sporting activities & outdoor adventure activities;
- visits to or by a theatre company;
- academy trips;
- musical events;
- transport;
- enrichment activities within the academy provided by outside agencies.

### **Residential Visits**

If the academy organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, there is no charge for the education. However, a charge to cover the costs of board and lodging and a contribution for transport and activity costs will be sought. If parents are experiencing financial difficulty they are invited to discuss the matter in confidence with the Principal. Parents of children who are entitled to Free School Meal funding (not government funded universal infant free school meals) are offered the option to make a reduced payment.

For visits made out of school hours, a charge equivalent to the full cost of the visit will be made.

### **Music tuition**

All children study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. We make a charge for these lessons. If parents are experiencing financial difficulty they are invited to discuss the matter in confidence with the Principal. Children entitled to Free School Meals can apply for a subsidy.

### **Swimming**

Whitchurch CE Junior Academy organises swimming lessons for all children. These take place in school time and are part of the National Curriculum. A (voluntary) contribution is requested for swimming in order to help to cover the cost of the pool hire, lifeguard and the swimming coach.

### **After school activities**

The academy offers additional activities after school. We reserve the right to make a small charge for these sessions.

### **Damage and Breakages**

The academy may ask parents to pay for damage to school property or equipment where this is a result of a pupil's misbehaviour.

### **Nursery lunches**

There is a charge payable towards the cost of each Nursery lunch taken. This may be paid termly, half termly or weekly in advance with refunds made for absence. Where parents are unable or unwilling to pay for meals, they must supply a packed lunch for their child. Care during lunchtime will be provided as part of the 15 or 30-hours entitlement to free nursery education for 3 and 4 year olds. Families entitled to free school meals will not be charged for a nursery meal.

### **Breakfast and After School Club – Wraparound provision**

Wrap around provision where offered at the academy will be subject to charges for each booked session. Full terms and conditions can be found in the relevant policy for the wraparound provision.

### **Catering**

School lunches are provided by Chartwells across both academies. The price of a school meal at the Junior Academy is £2.20. Infant Academy pupils benefit from Universal infant free school meals.

### **School Uniform**

School uniform and PE kit is purchased directly by parents from Sarah's Embroidery and Whitchurch Sports Shop. School clothes in Federation colours are also readily available from local supermarkets. A school badge is available to purchase from each academy office.

### **Remission Policy**

The Principals or LGC may remit in full or part charges in respect of a pupil, if it feels is reasonable in the circumstances. The Principals or LGC may decide not to levy charges in respect of a particular activity if it feels this is reasonable in the circumstances.

**This policy takes guidance from the DFE Policy – 'Charging for School Activities' May 2018. Sections 402, 450 to 458 and 462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England.**